

25X1

MEMORANDUM FOR: CHIEF, SUPPORT STAFF

26 June 1952

SUBJECT : Weekly Activity Report

~~CONFIDENTIAL~~

1. ITEMS OF ADMINISTRATIVE INTEREST

a. Preparation of finished copies of the OTR E/O is nearing completion and will be submitted to the Director of Training for approval before the end of this week.

b. It is not anticipated at this time that the space in Y Building will be utilized.

c. The Budget Officer, OTR submitted typed drafts of the revised 1953 and estimated 1954 budgets to the TR(S) and TR(G) Division Chiefs for revisions.

d. The walk has been installed from the Building  walk to

25X1

e. The partitioning of Wing D, Alcott Hall, originally intended for use by  Division, has been discontinued pending a more current determination on the assignment of this space.

Administrative Officer, OTR

Late item:

CIA Notice authorizing OTR to budget for travel and per diem expenses has been approved by Col. White and will be reproduced and distributed today by special arrangement. The Budget Officer, OTR is contacting the Budget Officer of each Office to ascertain that the estimated expenses for all external training have been forwarded to us.

25 YEAR RE-REVIEW

~~CONFIDENTIAL~~  
~~SECRET~~